CREDITOR UPLOAD

A creditor matrix contains creditor information such as the name of the creditor and their mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

You may only add creditors when you open a bankruptcy case. You may load creditors into a case one at a time. After the initial load of creditors, you will not be able to add, edit or delete creditors from a case.

Only court staff can add, edit ir delete creditors after the initial attorney upload.

Uploading a Creditor "Matrix"

- STEP 1 Create the creditor matrix and save it as a .txt file.(ASCII program)

 [NOTE: Do not add the case number to the file as it will counted as a creditor.]
- STEP 2 Select Bankruptcy from the Main Menu, then click on Creditor

 Maintenance from the Bankruptcy Events menu. The Creditor Maintenance

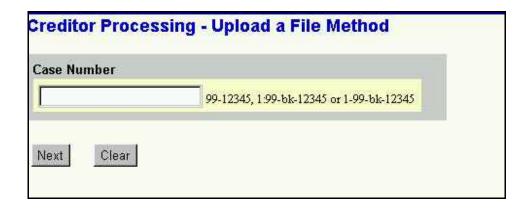
 Menu appears.

Creditor Maintenance

Enter individual creditors
Upload a creditor matrix file
Edit creditors

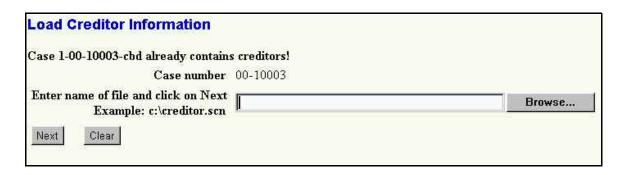
STEP 3 Select **Upload a creditor matrix file** from the *Creditor Maintenance Menu* screen.

STEP 4 The Creditor Processing - Upload a File Method screen appears.



• Enter case number and click on **Next** to continue, or **Clear** to restart.

STEP 5 The Load Creditor Information screen appears.

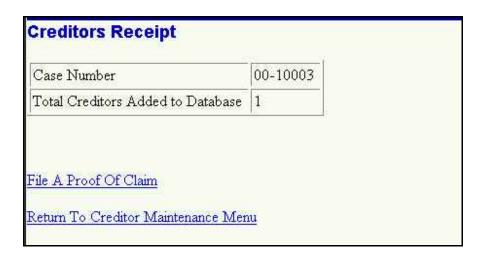


- Enter name of file, or click on **Browse** to search. File must be in .txt format.
- Click on **Next** to continue, or **Clear** to restart.

STEP 6 The Add Creditors - Total Creditors Entered Verify screen appears:



- Verify the creditor count information.
- If correct, click on [Submit] button.
- If incorrect, click on Back hypertext link to return to the previous screen. This will return you to Step 5 so that the file uploaded may be checked and/or replaced. (Example: creditors on wrong case number).
- **STEP 7 The Creditors Receipt** screen appears, acknowledging the total number of creditors added to database. Creditors are now attached to the bankruptcy case.



STEP 8 To proceed from this point:

- Select File A Proof of Claim; see that section for instructions.
- Select **Return To Creditor Maintenance Menu** hypertext link to return to the Creditor Processing menu.
- Select option from CM/ECF Main Menu

QUICK TIPS BEFORE FILING CREDITOR MATRICES

- Make sure file was saved in ASCII text format (.txt file extension)
 - e.g.: JSmithmatrix.txt
- 2) Creditors should be listed in alphabetical order, in a single column down the left-hand side of the page (left justified)
- 3) Diskette should be labeled with debtor's name and number of creditors included on matrix *e.g.:* John Smith matrix 24 creditors
- 4) When filing an amended matrix, make sure that only the creditors being added are listed. Note that amended matrices may not be filed electronically. The diskette should be labeled "amended matrix", with the debtor's name, case number, and number of creditors to be added included on the label.
 - e.g.: John Smith 00-10000-478

 Amended matrix 5 creditors